



## Zoning & Planning Commission

Municipal Building 3800 University Blvd

### Meeting Minutes

June 14, 2018

MEMBERS PRESENT: Richard Wilson, John Cutrer, Mac Jensen, Michael McEnany, Pete Johnston, Mimi Tsai and Brian Brantley

STAFF PRESENT: Martye Kendrick, Legal Counsel, Debbie Scarcella, City Planner and Josie M. Hayes, Public Works Administrative Coordinator

GUEST: Bruce Watkins, Alida Drewes, Robert Grossman, Eddie Matthews and Susan Kasper

1. **Notices, Rules, Etc.** Richard Wilson; Chairman, called the meeting to order at 6:15 pm, and asked commission members and staff to introduce themselves. Richard Wilson asked staff to confirm that appropriate notices were given. Josie Hayes stated notices were posted per state and local laws.
2. **Public Comments.** This was an opportunity for citizens to speak to ZPC relating to agenda and non-agenda items.

Comments were made by:

Bruce Watkins, 4220 Ruskin St.  
Alida Drewes, 6112 Fordham St.  
Robert Grossman, 4103 Ruskin St.  
Eddie Matthews, 5906 Fordham St.  
Susan Kasper, 4127 Cason St.

3. **Rezoning Request for Lots 1-4, Block 25 of Collegeview Section One.** Staff gave ZPC the status of the application and discussed the upcoming dates on which the public hearing could be rescheduled.
4. **Fence-like Hedges.** There was discussion regarding amending the ordinance to prohibit all fence-like hedges in front yards. A sunset period of three years was discussed for existing hedges. The commission discussed the possibility of adding a section which would authorize a special exception for existing sites based on limited height and neighbor acquiescence, but decided not to include that provision. The ZPC requested staff to make corrections and return with a clean proposal.





# The City of West University Place

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5. **Balconies and Front Porches.** There was discussion regarding provisions to amend the ordinance regarding projecting porches in the front yard setback. The provisions would add a definition of a porch and a definition of a balcony. The provisions would prohibit balconies on top of a porch and would require a guard to be open with rails and balusters and no solid half-walls. Staff will prepare a clean copy for the next meeting.
6. **Townhomes.** There was discussion regarding matters related to townhome districts, including additional protections for single family detached homes in or adjacent to townhome districts. Staff prepared a chart of all single family lots and a chart of all of the townhome developments along Bellaire/Holcombe, or in the PDD-TH1 District. There are approximately 15 single family lots located within the district. All but three are originally constructed houses built from 1937 to 1955. Most of the lots could support only two townhomes. There are three large lots that could support four-to-five units each. The majority of the lots will have a side yard abutting single family sites. The ZPC requested staff to bring back information on all buffering requirements currently applicable to the district and to evaluate whether any additional requirements are advisable.
7. **Outdoor Lighting.** There was discussion regarding the different ways that lighting can affect neighboring properties: bright single lamps directed outward, diffused lighting that reflects, and aggregate lighting that is too bright. There is also some concern about landscape lighting, moonlighting and security lighting that isn't addressed by the ordinance. A ZPC member will develop a presentation on different fixtures and staff will bring back ordinance examples from other cities.
8. **Minutes.** The commission reviewed the minutes of the meeting held on May 10, 2018. Richard Wilson made a motion to approve the meeting minutes as amended. Second by John Cutrer. **Motion carried.**

[Adjournment]

Mimi Tsai made a motion to adjourn. Second by John Cutrer. **Motion carried.** Meeting adjourned at 8:30 p.m.

PASSED THIS 9th DAY OF August, 2018.

Richard Wilson  
Presiding Officer, Richard Wilson

ATTEST: Josie M. Hayes  
Mrs. Josie M. Hayes, Public Works Administrative Coordinator

